

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievances regarding [briefly state the issue or dispute]. This matter has caused me considerable concern, and I feel it is imperative to bring it to your attention.

[Describe the details of the grievance, including dates, relevant facts, and any actions already taken to resolve the issue.]

Despite my attempts to resolve this matter informally, I have been unable to reach a satisfactory conclusion. Therefore, I am requesting [describe the resolution you desire, such as an explanation, compensation, or corrective action].

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]